

The Village of Northfield

199 LEDGE RD
NORTHFIELD VILLAGE, OHIO 44067
330 468 4363; Fax: 330 908 7014
Harold Jason Walters, Building Inspector

Building Department

CONTRACTOR/SUBCONTRACTOR REGISTRATION:

In order to register as a contractor working in the Village of Northfield, the following are to be sent AS A COMPLETE PACKAGE to the Village of Northfield Building Department.

Village of Northfield
Attn: Dept. of Public Works
199 Ledge Rd
Northfield, OH 44067

The Village of Northfield requires completion of the following:

- *1. Registration Fee – Payable to The Village of Northfield:
Residential/Business/Commercial: \$ 100.00**
- *2. Contractor/Subcontractor registration application: Fill out the form and submit.**
- *3. BOND-\$ 10,000.00 bond for Residential work-On a generic bond form obtained from your insurance company.
\$ 25,000.00 bond for Commercial work – On a generic bond form obtained from your insurance company.**
- *4. Certificate of Insurance – From your insurance company, Northfield Village as additional insured.**
- *5. RITA - Regional Income Tax Agency Taxation Form-Complete and submit only if you are working more than 20 days on the job.**
- *6. Include your email and I can email license & receipt to you.**

Once all the required information is received, a Certificate of Registration will be issued for work performed within the Village of Northfield. **All registrations expire on the last day of the current year.**

Thank you in advance for your cooperation.

H. Jason Walters, Building and Zoning Inspector, 330 468 4363

The Village of Northfield

199 LEDGE RD

NORTHFIELD VILLAGE, OHIO 44067

330 468 4363; Fax: 330 908 7014

Harold Jason Walters , Service/Building Department Superintendent

Building Department

CONTRACTOR/SUBCONTRACTOR APPLICATION

Date _____

Company Name: _____ Phone # () _____

Company Address _____

City: _____ State: _____ Zip: _____

Federal I.D. # _____ Social Security # _____

Fax #: _____ Email Address: _____

Company Owners Name: _____ Phone # () _____

Company Owners Address: _____

City: _____ State: _____ Zip: _____

I HEREBY MAKE APPLICATION TO REGISTER AS A (CHECK ALL THAT APPLY) CONTRACTOR WITHIN THE VILLAGE OF NORTHFIELD LIMITS; IN ACCORDANCE WITH CHAPTER 1476 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF NORTHFIELD.

This is to remind you that you are required to withhold municipal income tax at the Village of Northfield's 2% rate on any wages, salaries, commissions, or other compensation paid to your employees in connection with work performed within the territorial limits of the Village. Taxes withheld for the Village are due on or before the 20th day of the month after the month in which the taxes were or should have been withheld (or 20th day of the month following the close of each calendar quarter if the total amount deducted or required to be deducted by the employer that month is less than \$100).

General
Carpentry
Cement/Concrete/Asphalt
Drywall
Electrical
Excavating/Trenching
Floor Covering
Garage Door
HVAC
Gutter Installation

Lot Clearing
Mason
Painting
Plumbing and Piping
Refrigeration
Remodeling
Roofing
Sprinklers
Landscaping

_____ Other

Printed Name of Applicant

Signature of Applicant

FEDERAL IDENTIFICATION NUMBER _____

SOCIAL SECURITY NUMBER (COMPLETE ONLY IF A SOLE PROPRIETOR) _____

FILING STATUS: ☐ CORPORATION ☐ ESTATE/TRUST ☐ LLC ☐ NON-PROFIT ☐ PARTNERSHIP ☐ S-CORP. ☐ SOLE PROPRIETOR

RITA LOCATION NAME AND ADDRESS AS USED FOR BUSINESS PURPOSES

BUSINESS NAME: _____ PHONE: (_____) _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

IF CORPORATE SUBSIDIARY, GIVE NAME AND ADDRESS OF PARENT COMPANY MAIN OFFICE

BUSINESS NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

IF SOLE PROPRIETORSHIP, GIVE OWNER'S NAME AND HOME ADDRESS

NAME: _____ PHONE: (_____) _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

WHAT DATE DID YOU BEGIN OPERATIONS IN A RITA MUNICIPALITY _____

PLEASE LIST THE COMPANY NAICS CODE OR CHECK THE BOX THAT BEST DESCRIBES THE COMPANY BUSINESS TYPE

NAICS _____ ☐ TRANSPORTATION ☐ NON MANUFACTURING ☐ MANUFACTURING ☐ WHOLESALE

☐ RETAIL ☐ FINANCE ☐ SERVICES ☐ PUBLIC ADMINISTRATION ☐ NON CLASSIFICATION

EMPLOYEE INFORMATION

DO YOU HAVE ANY EMPLOYEES? (CHECK ONLY ONE) ☐ YES ☐ NO ARE CONTRACTORS UTILIZED? (CHECK ONLY ONE) ☐ YES* ☐ NO

*IF YES COMPLETE REVERSE SIDE.

IF YOU HAVE EMPLOYEES PROCEED WITH EMPLOYEE INFORMATION. IF YOU DO NOT HAVE EMPLOYEES PROCEED TO THE PROFIT/LOSS SECTION.

NUMBER OF EMPLOYEES AT RITA LOCATION: _____ MONTHLY GROSS PAYROLL AT RITA LOCATION: _____

WILL YOU BE WITHHOLDING RESIDENCE TAX ONLY? ☐ YES ☐ NO

SEND WITHHOLDING TAX FORMS TO

BUSINESS NAME: _____ PHONE: (_____) _____

CARE OF: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

IF YOU ARE A NON-PROFIT ORGANIZATION STOP HERE AND SIGN AT BOTTOM

PROFIT/LOSS INFORMATION

ENDING DAY OF FISCAL YEAR IF OTHER THAN CALENDAR YEAR _____ / _____ / _____
MONTH DAY YEAR

SEND NET PROFIT TAX RETURN TO

BUSINESS NAME: _____ PHONE: (_____) _____

CARE OF: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

THE INFORMATION HEREBY SUBMITTED IS TRUE AND CORRECT.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ TITLE: _____ PHONE: _____

REGIONAL INCOME TAX AGENCY

ATTN: BUSINESS REGISTRATION
PO BOX 477900 BROADVIEW HEIGHTS OH 44147-7900CLEVELAND TOLL FREE:
(800) 860-RITA (7482)COLUMBUS TOLL FREE: (866) 721-RITA (7482)
TDD: (440) 526-5332YOUNGSTOWN TOLL FREE: (866) 750-RITA (7482)
FAX: (440) 526-3136

CONTRACTOR INFORMATION

MUNICIPALITY: _____

BUILDING PERMIT #: _____

ADDRESS OF CONSTRUCTION SITE: _____

TOTAL CONTRACT AMOUNT: \$ _____

As the contractor, will your company be withholding local income tax from all employees on the job? ☐ YES ☐ NO

COMPANY/ADDRESS - CITY, STATE AND ZIP	OFFICER/OWNER NAME PHONE NUMBER	SOCIAL SECURITY OR FEDERAL I.D. NUMBER	ESTIMATED START DATE	NUMBER OF EMPLOYEES	ESTIMATED WAGES PER MONTH	TRADE
COZ-REG-OR BCH						
COZ-REG-OR BCH						
COZ-REG-OR BCH						
COZ-REG-OR BCH						
COZ-REG-OR BCH						
COZ-REG-OR BCH						
COZ-REG-OR BCH						
COZ-REG-OR BCH						

necessary attach a separate sheet

The information requested on this form is essential to the establishment of your account and will be held in strict confidence. Please complete and sign this Registration Form and return within 15 days. Prompt completion of this form now can save you the expenditure of additional time and effort in the future. If you have any questions please contact the Business Registration Department at one of the numbers below. Thank you for your cooperation.

SEND RESPONSE TO:

REGIONAL INCOME TAX AGENCY
ATTN: BUSINESS REGISTRATION
P.O. BOX 477900
BROADVIEW HEIGHTS, OH 44147-7900

CLEVELAND TOLL FREE: (800) 860-RITA (7482)
COLUMBUS TOLL FREE: (866) 721-RITA (7482)
YOUNGSTOWN TOLL FREE: (866) 750-RITA (7482)

TDD: (440) 526-5332
FAX: (440) 526-3136

NORTHFIELD VILLAGE DEPARTMENT OF PUBLIC WORKS

SERVICE DEPARTMENT – BUILDING & ZONING DEPARTMENT

199 LEDGE RD

NORTHFIELD, OHIO 44067

PHONE: 330 468 4363; FAX: 330 908 7014

adminassistant@northfieldvillage-oh.gov

Contractors Performing Work in the Village of Northfield:

The intent of this letter is to remind you that you are required to withhold municipal income tax at the Village of Northfield's 2% rate on any wages, salaries, commissions, or other compensation paid to your employees in connection with work performed within the territorial limits of the Village in the event that the employees perform work in the Village for a period of 20 or more days in any calendar year. Taxes withheld for the Village are due on or before the 20th day of the month after the month in which the taxes were or should have been withheld (or the 20th day of the month following the close of each calendar quarter if the total amount deducted or required to be deducted by the employer that month is less than \$100).

Employers are liable for the payment of the withholding tax required to be deducted, whether or not such taxes have in fact been withheld. Withholding taxes owed and not paid by the due date are subject to interest at the rate of one and one half percent per month or fraction thereof and penalties of ten percent per month or fraction thereof. In addition, whoever fails to remit withholding taxes owed is subject to being charged with a criminal offense.

We appreciate your cooperation and assistance with making sure that any withholding taxes due to the Village are withheld and remitted. If you have any questions or concerns regarding the Village's Earned Income Tax Ordinance, please contact the Finance Department at 330.467.7130 x 3. Thank you for your attention to this matter.

Very truly yours,

H. Jason Walters

H. Jason Walters
Building & Zoning Inspector

The Village of Northfield

199 LEDGE RD
NORTHFIELD VILLAGE, OHIO 44067
330 468 4363; FAX 330 908 7014
BUILDING DEPARTMENT

TO: ALL RESIDENTS, BUILDERS, DEVELOPERS, CONTRACTORS, ETC.

RE: BUILDING PRINTS AND INFORMATION NEEDED FOR NEW CONSTRUCTION PROJECTS (including, but not limited to, additions, garages and sheds).

1. Building prints, three (3) sets are needed for all R-1, R-2, R-3, B-1, B-2, C-1 and C-2 new construction projects. This includes three (3) each of a plot map showing setbacks; existing and final grade; downspout location and tie-in; all electrical, storm and sanitary sewer tie-ins; driveway; sub lot number and address; water connections; surveyor's seal and certification number. (*Note:* Setbacks are as follows: 60 foot minimum frontage; 40 foot front yard measured from the street line to the front building line; 5 feet measured from the side property lines to the side building line; 45 feet from the rear property line to the rear building line. Corner lots may differ. All measurements shall be to the overhang). Also, include three (3) each of structural drawings showing the following views: foundation plan; floor plans; front, rear and both side elevations; cross-sectional; structural plans and details; any other pertinent information; architect seal and certification number.
2. Completed application, as well as payment of appropriate fees. Make checks payable to the ***Village of Northfield Building Department.***
3. All builders, developers, contractors and sub-contractors must complete a Contractor Registration Application and pay the filing fee in full.
4. Any other pertinent information deemed necessary by the Building and Zoning Inspector.

JC Jason Walters

Building and Zoning Inspector

The Village of Northfield

199 LEDGE RD
NORTHFIELD VILLAGE, OHIO 44067
330 468 4363; FAX 330 908 7014
DEPT. OF PUBLIC SERVICE

TO: CONTRACTORS:

RE: TRAFFIC OBSTRUCTION DUE TO CONSTRUCTION, TRAFFIC CONTROL REQUIRED, PERMIT
(Northfield Village Codified Ordinance #1020.02):

“Any construction activity that impedes or otherwise affects the progress of traffic on roadways within boundaries of the Municipality shall require traffic control to be performed only under permit issues by the Chief of Police. Such traffic control shall be performed only by uniformed officers of the Police Department. If there are insufficient Village personnel to perform the work, uniformed personnel from other departments and/or private companies that have the requisite training and experience may perform the work upon approval from and at the direction of the Police Chief. No person in need of traffic control services shall begin such construction activity without first having a permit signed by the Police Chief authorizing the construction activity to proceed and dictating the manner in which traffic controls will be maintained. Any person that requires such traffic control services to be provided by the Municipality shall be required to pay the police officers assigned to provide traffic control at the current hourly rate in place for such traffic control services, as determined by the Chief of Police.”

PENALTY (Ord. #1020.99):

“Whoever violates any of the provisions of this chapter is guilty of a misdemeanor of the third degree and shall be fined not more than five hundred dollars (\$500.00) or imprisoned not more than 60 days, or both, for each offense. A separate offense shall be deemed committed each day during or on which a violation occurs or continues.”

PAY RATE:	Police Officer:	\$30.00/hr/Officer
	Police Cruiser:	\$15.00/hr/Cruiser

CONTACT PERSON:

Lieutenant is currently in charge of scheduling Officer for side jobs, including traffic control. He may be contacted at the Police Department, 10455 Northfield Rd., Northfield Village, OH 44067, 330 468 4373.

After a job has been scheduled and the contractor cancels, the dispatch center must be called to notify the Officers of the cancellation. The number to the dispatch center is 330-467-7112.

There is a maximum call-out time of three (3) hours. A job must be cancelled and the Officers notified at least twelve (12) hours before the scheduled times or a three (3) hour call-out will be charged.

Method of payment for the Officers and Cruiser will be set-up between and the contractor at the time the request for traffic control is made.

Harold J. Walters
Building and Zoning Inspector

CHAPTER 1476
Registration of Contractors

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|--|---|
| 1476.01 Definitions. | 1476.09 Revocation of license for misrepresentation. |
| 1476.02 License required. | 1476.10 Exhibition of license. |
| 1476.03 License bond. | 1476.11 Enforcement by Building and Zoning Inspector and Police Department. |
| 1476.04 License application. | 1476.12 Appeals. |
| 1476.05 Investigation. | 1476.13 Homeowner's exemption. |
| 1476.06 Fee. | 1476.14 Reciprocity with other jurisdictions. |
| 1476.07 Effective period of license. | 1476.99 Penalty. |
| 1476.08 Revocation of license for substandard work, labor or material. | |

CROSS REFERENCES

Electrical contractors and public improvements - see Ohio R.C. 153.02, 153.03
 Plumbing - see Ohio R.C. Ch. 3703
 Construction Industry Examining Board - see Ohio R.C. Ch. 4740
 Permits required for snow removal contractors - see B.R. & T. 878.01
 Administration and enforcement of Residential Building Code - see B. & H. Ch. 1440

1476.01 DEFINITIONS.

As used in this chapter:

(a) "Contractor" includes any person, whether a resident in the Municipality or not, taking orders for or engaged in the business of construction as a general contractor, subcontractor or mechanical contractor, including, but not limited to, those involved in heating, air conditioning, electrical, carpentry, cement, asphalt, drywall, excavating, floor covering, garage door, general building, gutter installation, landscaping, lot clearing, insulation, masonry, painting, piping, plumbing, refrigeration, roofing, sheet metal, siding, wall covering, trenching and excavating work.

- (b) "Person" includes the singular and the plural and also includes any person, firm, corporation, association, partnership or other organization.
(Ord. 1993-59. Passed 12-8-93.)

1476.02 LICENSE REQUIRED.

No person shall engage in the business of building or contracting, as defined in Section 1476.01(a), within the Municipality without first obtaining a license therefor issued by the Building and Zoning Inspector. Only one license is required hereunder even though such contractor may be engaged in work in more than one construction trade as a general contractor or subcontractor.

(Ord. 1993-59. Passed 12-8-93.)

1476.03 LICENSE BOND.

At the time that any building contractor, whether a general contractor or subcontractor, applies for a contractor's license, he or she shall post a bond with sufficient surety, by an insurance company authorized to issue bonds in the State, binding the building contractor. The principal and surety shall bind themselves jointly and severally unto the Municipality and unto any property owner within the Municipality upon whose premises such building contractor has contracted to work. For contractors that work solely in residential districts in the Municipality, the amount of the bond shall be ten thousand dollars (\$10,000). For contractors that perform work in business, and commercial districts in the Municipality, the amount of the bond shall be twenty-five thousand dollars (\$25,000). In the event the bond amounts specified in this section are modified in the middle of a calendar year, contractors that have previously posted bonds pursuant to this section for that particular calendar year are not required to increase the amount of their bond for that year.

(Ord. 1993-59. Passed 12-8-93; Ord. 2004-33. Passed 6-23-04; Ord. 2012-45. Passed 6-28-12.)

1476.04 LICENSE APPLICATION.

Applicants for license under this chapter must file with the Building and Zoning Inspector a sworn application in writing on a form to be furnished by the Inspector. Such form shall provide for the following information:

- (a) The name and a description of the applicant;
- (b) The address (legal and local) of the applicant;
- (c) The Federal identification number, if any, of the applicant;
- (d) A brief description of the nature of the business and contracting work to be performed;
- (e) The names, addresses and telephone numbers of the persons for whom the applicant completed his or her last three jobs and the completion dates of those jobs;
- (f) A list of municipalities in which the applicant holds licenses;
- (g) Whether the applicant's business license or registration in any municipality has ever been suspended or revoked.

(Ord. 1993-59. Passed 12-8-93.)

1476.05 INVESTIGATION.

(a) Upon receipt of an application for a license, the original shall be referred to the Building and Zoning Inspector, who shall cause such investigation of the applicant's business as he or she deems necessary for the protection of the public good.

(b) If, as a result of the investigation, the applicant's business responsibility is found to be unsatisfactory, the Inspector shall endorse on the application his or her disapproval and his or her reasons for the same, and return the application to the Mayor, who may notify the applicant that his or her application is disapproved and that no license will be issued.

(c) If, as a result of the investigation, the character and business responsibility of the applicant are found to be satisfactory, the Inspector shall endorse on the application his or her approval, execute a license certificate addressed to the applicant for the carrying on of the business applied for, and, upon payment of the prescribed license fee, deliver to the applicant his or her license certificate. The license certificate shall contain the signature of the Building and Zoning Inspector and shall show the name and address of the licensee; the building specialty for which the license is issued; the kind of work, labor and materials to be sold thereunder; the amount of the fee paid; the date of issuance; the length of time the same shall be operative; and the license number and other identifying description deemed necessary and appropriate by the Inspector. The Inspector shall keep a permanent record of all licenses issued.

(Ord. 1993-59. Passed 12-8-93.)

1476.06 FEE.

The fee for the license to be issued for the types of building contractors listed below, during each calendar year or part thereof, shall be as indicated:

Type of Building Contractor	Fee in Any Calendar Year or Part Thereof
Heating/air conditioning sheet metal	\$100.00
Electrical	\$100.00
Carpentry	\$100.00
Cement and asphalt	\$100.00
Drywall	\$100.00
Excavating/trenching	\$100.00
Floor covering (except carpeting)	\$100.00
Garage door	\$100.00
General building	\$100.00

Type of Building Contractor	Fee in Any Calendar Year or Part Thereof
Gutter installation	\$100.00
Insulation	\$100.00
Landscaping (provided however, that regular or routine maintenance of established yard or landscaping areas, such as mowing, weeding, trimming, isolated or annual planting, etc., are exempt)	\$100.00
Lot clearing	\$100.00
Masonry	\$100.00
Painting	\$100.00
Piping and plumbing	\$100.00
Refrigeration	\$100.00
Roofing	\$100.00
Siding	\$100.00

(Ord. 1993-59. Passed 12-8-93; Ord. 2002-20. Passed 4-10-02; Ord. 2012-04. Passed 1-25-12.)

1476.07 EFFECTIVE PERIOD OF LICENSE.

A license issued any time during a calendar year shall be valid, unless revoked as provided herein, until the end of the calendar year. All licenses issued under this chapter shall expire on December 31 in the year of issuance.

1476.08 REVOCATION OF LICENSE FOR SUBSTANDARD WORK, LABOR OR MATERIAL.

In the event that any licensed building contractor provides any property owner or occupant within the Municipality, in connection with any construction contract, any work, labor or material which is deemed to be faulty by the Building and Zoning Department, and fails to correct such work, labor or material within sixty days of notice by the Building and Zoning Inspector, in writing, the Inspector shall summarily revoke such building contractor's license and notify such building contractor to that effect, in writing, at such building contractor's address as listed on the application form.

(Ord. 1993-59. Passed 12-8-93.)

1476.09 REVOCATION OF LICENSE FOR MISREPRESENTATION.

Licenses issued under this chapter may be revoked by the Building and Zoning Inspector or the Mayor for any of the following reasons:

- (a) Misrepresentation or false statements contained in the application for the license;
- (b) Misrepresentation or false statements made in the course of carrying on the business of a contractor or subcontractor;
- (c) Any violation of this chapter;
- (d) Conviction of any felony or misdemeanor involving moral turpitude;
- (e) Conducting the business of a contractor or subcontractor in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

(Ord. 1993-59. Passed 12-8-93.)

1476.10 EXHIBITION OF LICENSE.

All building contractors are required to exhibit their license at the request of any resident or at the request of the Building and Zoning Inspector or any member of his or her staff.

(Ord. 1993-59. Passed 12-8-93.)

1476.11 ENFORCEMENT BY BUILDING AND ZONING INSPECTOR AND POLICE DEPARTMENT.

The Building and Zoning Inspector shall require any person engaged in building construction work in the Municipality, who is not known by such Inspector or his or her staff, or by a police officer, to be duly licensed, to produce his or her building contractor's license, and the Inspector and the Police Department shall enforce this chapter against any person found to be violating the same.

(Ord. 1993-59. Passed 12-8-93.)

1476.12 APPEALS.

Any person aggrieved by an action of the Building and Zoning Inspector or the Mayor in denying an application for a license, or in revoking a license, shall have the right to appeal to Council. The appeal shall be taken by filing with Council, within fourteen days after such action by the Inspector or the Mayor, a written statement setting forth fully the grounds for the appeal. Council shall set a time and place for hearing on the appeal, not later than thirty days after receipt of such notice, and shall give notice of the date of hearing to the appellant as well as to the Inspector and the Mayor. The decision and order of Council on the appeal shall be final.

(Ord. 1993-59. Passed 12-8-93.)

1476.13 HOMEOWNER'S EXEMPTION.

(a) The provisions of this chapter shall not apply to a homeowner desiring to perform work on his or her own premises as long as such work is actually performed by the homeowner or a member of his or her immediate family and as long as the work is performed without compensation and on the premises on which the homeowner is in actual residence.

(b) Any work performed by a homeowner shall be subject to all of the provisions of this Building and Housing Code and to all inspections required under this Code.
(Ord. 1993-59. Passed 12-8-93.)

1476.14 RECIPROCITY WITH OTHER JURISDICTIONS.

(a) The Building and Zoning Inspector may issue reciprocal license privileges to an applicant demonstrating a current license or registration in a jurisdiction outside the Municipality if the license or registration was issued from a municipal or county governmental entity utilizing similar application procedures.

(b) An applicant granted permission to exercise his or her license within the Municipality pursuant to this section shall pay the same fees as Municipal license holders and shall be subject to the same conditions upon the exercise of such license, including revocation of the license, as Municipal license holders.
(Ord. 1993-59. Passed 12-8-93.)

1476.99 PENALTY.

Whoever violates any of the provisions of this chapter is guilty of a misdemeanor of the first degree and shall be fined not more than one thousand dollars (\$1,000) or imprisoned not more than six months, or both, for each offense. A separate offense shall be deemed committed each day during or on which a violation occurs or continues.
(Ord. 1993-59. Passed 12-8-93.)